1 – Application for Thesis Defence Procedures Flowchart

- Have you registered to the relevant semester?
- Is your CGPA $\geq 3.00$?
- Have you fulfilled the course and credit requirements?
- Have you finished your thesis; Have you received the approval of your thesis supervisor?
- If you are candidate for Doctoral Degree, have you published any articles or been given a letter of acceptance?

Yes

Apply to your department to fill-in the “Graduation Tracking Form for Graduate Students”.

Obtain a “Turnitin” Originality Report.

Are the results of the “Turnitin” Originality Report appropriate?

No

Make the necessary revisions and re-obtain a “Turnitin” Originality Report.

Yes

Fill-in the thesis defense form. Thesis defense date for Master’s Degree is minimum 15 days and for Doctoral Degree is minimum 30 days following the submission date of the form to the Institute Directorate. Doctoral Degree defense juries contain 5 members with 2 external members bearing Prof. title.

Obtain a printed copy of the thesis and take it to the Institute Directorate for formatting.

Thesis Defense Form, Graduation Tracking Form for Postgraduate Students, Originality (Turnitin) Form, and Thesis Format Form are submitted to the Department. The Department submits the documents to the Dean’s Office via e-document system. Dean’s Office sends them to the Institute Directorate.

Has the Institute Directorate approved your thesis defense application?

Yes

No

Thesis Defense

Necessary corrections/revisions are made. If necessary, the application is renewed.
Thesis defense takes place.

The jury informs the Institute Directorate about their decision by sending a “Thesis Defense Report”.

Decisions

Accept with Alterations. The revision period is 1 month for master and 3 months for doctoral degree.

Repetition of the thesis defense. The application is submitted again. Defense is repeated. The duration following the thesis defense is three months for master and 6 months for doctoral degree.

Accept

The department sends the graduation letter, Additional Grade Form or Grade Change Form for grade changes to the Institute Directorate via the e-document system.

Obtain the printed copy of the thesis and apply to the Institute Directorate for the final format.

Correct

Not correct

Necessary corrections/revisions are made.

Dismiss

Obtain a hard covered /binded copy of the theses, obtain necessary signatures, 2 CDs → 3 copies of theses in Pdf format and with original wet signatures and fill in the Publication Form.

Submit the relevant documents to the Institute Directorate for signature.
3 - Graduation Procedures Flowchart

Has the Thesis Defense Report been submitted to the Institute Directorate?
Has the thesis (bound/hardcovered) (2 CD + Original Thesis Duplication and Publication Form) been submitted? Has the student’s thesis grade been changed to “TS” on the Student’s Portal?

Yes
The department prepares the graduation letter

The Institute Directorate writes the graduation letter.

No
The department and the student are asked to complete missing items/issues.

No
Student follows up the issue on his/her portal. Has your status on the Portal been changed to “GRADUATE”?

Yes
You may visit the Registrar’s Office to obtain your diploma.

Wait